



STATE HEALTH BENEFIT PLAN (SHBP) 2012 ACTIVE EMPLOYEE NON-TOBACCO USERS SURCHARGE POLICY

This policy applies to non-tobacco users who failed to answer the tobacco surcharge questions during Open Enrollment.

All non-tobacco users have the opportunity to have their tobacco surcharge removed by completing the wellness requirements through their health plan vendor (Cigna or UnitedHealthcare) as outlined below.

Members who are non-tobacco users as specified above and complete the below requirements will have the tobacco surcharge removed from future premium payments for the Plan Year.

Removal of the tobacco surcharge is on a prospective basis only and SHBP will NOT make refunds for previous health premiums as Section 125 of the Internal Revenue Service (IRS) rules for Cafeteria Plans require that all changes in premiums be prospective.

If you are a non-tobacco user who failed to answer the tobacco surcharge questions during open enrollment you must:

- Complete an **online Health Assessment**
- Complete either an **online or telephonic wellness program**
- Obtain a **Certificate of Completion** from the wellness program
- Complete an **SHBP Affidavit Form** certifying compliance. The form is located on the SHBP website www.dch.georgia.gov/shbp, under Additional Health Plan Information or by calling 800-610-1853
- **Submit the signed SHBP Affidavit Form, along with your Certificate of Completion to your payroll location benefit coordinator to have the required deduction information completed.**

INSTRUCTIONS FOR ACCESSING THE HEALTH ASSESSMENT AND WELLNESS PROGRAMS

Cigna Healthcare

To take the online health assessment:

- 1. Go to myCigna.com**
 - If you have not previously registered for “My Health & Wellness Center” or **myCigna**, select the “Register” button and complete the registration process.
 - If you have previously registered for “My Health & Wellness Center” or myCigna, log in with your User ID and Password.
- 2. Select the “Take My Health Assessment” link on the homepage.** Just look for the big red apple in the center of the screen. The health assessment link will be one of the rotating options on the homepage.
- 3. After selecting “Take My Health Assessment”** you will be transferred to the My Health & Wellness Center homepage where you can take the health assessment.

To utilize an online wellness program:

- 1. Log onto www.myCigna.com** and log in using your User ID and Password, and then select “Go.” If you are not yet registered for myCigna.com, you will need to do that first:
 - A.** On the www.myCigna.com log in screen, in the bottom-left menu, select “Register.”
 - B.** Follow the registration instructions and enter the required information. When finished, you will be asked to log in using your new User ID and Password. Once logged in
- 2. Click on the “Manage My Health” tab**
- 3. Click on “My Health Assessment”** to access the “My Health & Wellness Center” home page
- 4. Select program of choice**

To register for telephonic health coaching:

- 1. Call the number on the back of your member ID card**

UnitedHealthcare

To take the online health assessment:

1. Click on www.myuhc.com.
2. Click on "Site Login" and enter Username and Password or "Need a Username and Password" if a first time user.
3. Click on the "Health Assessment" button located in the right hand column
4. On the Health & Wellness homepage, click on "Spanish or English Health Assessment"
5. Read the privacy information and then click on "Launch University of Michigan Health Assessment" in the middle of the page.
6. Answer the questions and hit "Submit to the University of Michigan for Analysis" at the bottom of the questionnaire.
7. Review your personal results profile. You may also print for your records. Your completed health assessment will personalize your online health & wellness experience.

To utilize an online wellness program:

1. Click on www.myuhc.com.
2. Click on "Site Login" and enter Username and Password or "Need a Username and Password" if a first time user.
3. Select the "Health and Wellness" tab
4. Select the "Online Health Coach" tab

To register for telephonic coaching:

1. Call the number on the back of your member ID card

If you have trouble with the Health Assessment or Wellness Information, please contact the Customer Service Unit of your Health Plan Vendor.